



REORGANIZATION PROPOSAL

*The Reorganization Proposal form must be completed, signed by your Assistant Administrator/Regional Administrator, and submitted to Troy Boxton, OARM, Office of Human Resources, Policy, Planning and Training Division and to your designated HR Shared Service Center Representative via **email and hardcopy** for review. Please complete this form in its entirety and submit with all required documents and approvals; forms are available at <http://intranet.epa.gov/ohr/programs/reorg/start.htm>. If you have any questions regarding completion of this form, please see page 2 for Troy's contact information.*

A. CONCISE STATEMENT OF CHANGE

1. Provide an executive summary that succinctly explains the proposed change(s) (one paragraph or less). OARM proposes to consolidated/strengthen its grants operation function.
2. Describe the title(s) of the unit(s) affected. Grants and Interagency Agreements Management Division.
3. Explain the change purpose (e.g., whether the change is due to a new legislative authority, new program authority or shifts in program emphasis). The purpose of the change is to enhance the efficiency and effectiveness of OARM's Headquarters grants operations.
4. Discuss the progress to date based on communications with level approvers and discussions with stakeholders, unions, SSCs, etc. OARM discussed the proposed reorganization with the union and GIAMD staff at an All-Hands meeting on April 19, 2016. No concerns were raised.
5. Describe the benefits of this change(s) to the agency (e.g., increased accountability, enhanced communication and coordination, improved efficiency). This change will improve the efficiency of Headquarters grant operations by consolidating two GIAMD Branches into one and reducing the number of grants teams from four to three. The current structure is inefficient, given the decrease in grant packages submitted to GIAMD for processing by Headquarters Program Offices. Further, currently, OGD's Senior Executive Service Deputy Director also serves as the GIAMD Director. By creating a new GIAMD Director position separate and apart from the SES Deputy Director, this change will bring OGD in line with the structure of other EPA offices and strengthen GIAMD's oversight of assistance agreements.
6. Is there an impact between AA/RA offices, between offices within an AA office or between Regional divisions? **NO**

B. ANALYSIS OF IMPACT ON PERSONNEL

- o Will there be an impact on the supervisor-to-staff ratio at the AAship/RAship level? (Contact your HRO/PMO for the current ratio). ☐ No ☒ Yes
1. o If yes, please explain and include your present AAship/RAship supervisor-to-staff ratio 1:8 and the proposed AAship/RAship supervisor-to-staff ratio 1:14. While there will be an increase in the Supervisor-to-Staff Ratio, the size of the increase should not have negative impacts, since the Branch Chief will be supported by three Team Leaders.



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2. Will this proposed reorganization: (a) Eliminate positions; **YES** (b) Cause a reduction in force; **NO** (c) Change how positions are graded; **NO** (d) Add new functional units; **NO** or (e) Support a VERA/VSIP? **NO** ☐ No ☐ Yes

If yes, please explain. Three currently vacant positions that offered opportunities for career advancement will be eliminated: a GS-15 Branch Chief position; a GS-14 Team Leader position; and a GS-13 Senior Grants Specialist position. Two new positions will be created that provide opportunities for career advancement - A GS-15 Division Director position and a GS-14 Special Assistant position reporting to the OGD immediate office.

3. Will there be an impact on the diversity of the organization? ☒ No ☐ Yes
If yes, please explain.

C. ADMINISTRATIVE ISSUES (Failure to address all administrative issues may result in a delay in the implementation of the reorganization.)

1. Will there be any physical moves of staff? ☒ No ☐ Yes
If yes, please explain.

2. Will new space be required? ☒ No ☐ Yes
If so, have all technical (computer, telecommunications, etc.) needs been assessed?

3. Will the reorganization require new information systems/technologies, or significant changes to existing ones, and (if so) has it been acquired? ☒ No ☐ Yes
If yes, please explain.

4. Will there be any budgetary impacts? **If yes, please explain in detail.** ☒ No ☐ Yes

D. EPA DIRECTIVES

1. Will any Delegations of Authority, Orders or Manuals be affected? ☒ No ☐ Yes
If yes, please explain and attach the directive affected.

E. ATTACHMENTS (Use the forms provided)

1. Staffing Plan Crosswalk (Use Staffing Plan Template). Contact your servicing HR SSC for information (Do not include social security numbers).
2. Current Organizational Chart.
3. Proposed Organizational Chart (Must include all organization levels).
4. Current Functional Statement.
5. Proposed Functional Statement (Must include all reporting levels).

Assistant Administrator/Regional Administrator Approval

Name: Donna J. Vizian

Title: Acting AA, OARM

Signature: 

Date: 9/4/16

Human Resources Office/Program Management Office Reviewed

Name: Janice S. Jablonski

Title: ^{ASD,} Team Leader, OROM, OARM

		REORGANIZATION PROPOSAL	
Signature: <i>Troy Boxton</i>		Date: <i>10/12/2016</i>	
Human Resources Shared Service Center Approval (Certifies Receipt of this Package)			
Name:		Title: Team Leader, HR SSC CINC	
Signature:		Date:	

Contact Information:

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